

GSFC Horizontal Survey Checklist for 4.11 -- IMTE Users

No.	Primary Target	GPG	QR #	Question	Y	N	Comments
1	USER	2.3.h(1)		Does the IMTE Master List correctly identify the IMTE held by the User?			
2	USER	2.3.b		Is inspection, measuring and test equipment used in a manner which ensures that the measurement uncertainty is known and is consistent with the required capability?			
3	USER	2.3.e		Is all IMTE identified and labeled as to whether it is Type 1, 2, or 3?			
4	USER	2.3.c		How is IMTE stored, handled, and maintained?			
5	USER	2.3.g		Is IMTE that is unsuitable for direct labeling properly labeled? Is there a documented procedure to control the handling, tracking, and traceability of calibration status of such items?			
6	USER	2.3.j(2)	1,3	Are there items of IMTE (including test s/w and bench test setups) that are calibrated by the User? Are there documented procedures that comply with ISO 9001 4.11 for these items? Are they checked to prove their capability before use?			
7	USER	2.2.e		Is test software of comparative references such as test hardware rechecked at prescribed intervals?			
8	USER	2.3.j(1)	2	If support other than Code 300's lab or Code 800's lab is used for calibration and/or repair of IMTE, is there a documented procedure that complies with ISO 9001 4.11, includes labeling, control lists, and recall procedures equivalent to this GPG?			
9	USER	2.3.d		How is it ensured that only authorized personnel make adjustments to IMTE that may affect its calibration?			
10	USER	2.3.k		What is done when IMTE is found to have been out of calibration after it was used?			

User Quality Records:

1. Records of test software verification used as IMTE
2. Calibration and Repair Records of IMTE calibrated or repaired by other laboratories
3. Calibration and Repair Records of IMTE calibrated or repaired by User